

**Modesto Junior College  
Resource Allocation Council  
February 6, 2015**

<b>Members</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
<b>Al Alt</b> , Vice President of College & Administrative Services	Chair	√	
<b>Jenni Abbott</b> , Director, Planning & Grant Development	Grant Director	√	
<b>Kevin Alavezos</b> , Professor, Office Administration	Academic Senate appointee	√	
<b>Patrick Bettencourt</b> , Dean, Allied Health FCS	Dean Rep	√	
<b>Paul Brogan</b> , Physical, Recreational & Health Education	Academic Senate appointee	√	
<b>Iris Carroll</b> , Professor-Librarian	Academic Senate appointee		√
<b>Joan Ferrell</b> , Bookstore Textbook Buyer	CSEA appointee		√
<b>Jennifer Hamilton</b> , Interim Dean, Business, Behavioral & Social Science	Dean Rep	√	
<b>Cece Hudelson</b> , Professor, Geography	Academic Senate Appointee	√	
<b>Lisa Husman</b> , Executive Secretary	Recorder	√	
<b>Susan Kincade</b> , Vice President of Instruction	Vice President of Instruction		√
<b>Jason Mendes</b> , Student	ASMJC Student Senate		√
<b>Nancy Sill</b> , Professor, Business Administration	YFA appointee		√
<b>Jill Stearns</b> , President	President		√
<b>Brenda Thames</b> , Vice President of Student Services	Vice President of Student Services	√	
<b>Laura Valencia-Baez</b> , Student	ASMJC Student Senate		√
<b>Judy Wagner</b> , Administrative Secretary	Classified Staff Advisory Council	√	

<b>Vacant position</b>
YFA Budget Analyst
CSEA Appointee

- I. Call to Order**  
Al Alt called the meeting to order at 10:06am.

**Action Item**

- II. Action Items**  
**a. Approval of Minutes**

**Action Item:**

**A quorum of the Council was not met so action was not taken to approve the minutes from 12/05/14 and 01/16/15**

**Business**

- III. IELM Allocation**  
**a. Report out of Allocation**

As an overview, MJC was allocated \$425,000 for Instructional Equipment and Library Materials for 2014-2015. Consistent with its charge, RAC was tasked with allocating these funds. The Council allocated \$436,360. If there is an overage after actual quotes are received, carry-over funds will be utilized.

- Although, we did not have a quorum at the last meeting, we utilized the latitude in the language of Engaging All Voices to move forward.
- Contrary to RAC's last discussion, STEM was unable to fund as much as stated. Due to this, Science, Math & Engineering's #1 priority was not funded.
- The Council was in agreement to use carry-over funds from last year and any overages from this year's allocation to fund SME's #1 priority.

**b. Process**

- 2014-2015 IELM allocation must be spent in the current academic year.
- Managers purchasing items will be required to follow the District's purchasing process to ensure that all funds are expended in the current academic year.
- Only the items approved for funding may be purchased with IELM funds.
- In the event that the actual costs are below the estimated costs submitted for funding, residual funds will be returned to the College's IELM account and re-distributed via RAC's authority.
- RAC's IELM allocation recommendation will be presented to College Council on Monday, February 9, 2015.
- Budget summaries, revisions and any other appropriate documentation will be sent to Fiscal Services at District to have the accounts set up.
- Verifying expenditures and securing quotes should commence and the requisition process would be able to begin once the funds have been allocated.

**c. Evaluation of Allocation Process**

Discussion ensued regarding the improvement of the allocation process.

- The remaining spring semester meetings will be focused on how to improve the allocation process, evaluation of our Council and goal setting for next year. Some ideas included:
  1. Departments/divisions would submit quotations with their prioritized lists.
  2. Possibly allocating based on a theme or criteria as utilized in allocating funds last year.
  3. Begin the prioritization list process as early as October in order to have sufficient time for the allocation.
  4. Gather all of our funding sources prior to allocating.

**IV. Lottery**

AI advised the district will be receiving \$19,000 in funding from lottery for Modesto Junior College and Columbia College.

- A funding memo will should be out this week.
- RAC will determine a process for allocating these funds.

The meeting adjourned at 12:07pm.

**Next meeting:** February 20, 2015, 10:00am – 12:00pm, Student Services, Room 203